



St. Aidan's Catholic Primary School

# St. Aidan's Catholic Primary School



## Governor Visits to School Policy

LEADER / CO-ORDINATORS	Mrs J M Farrimond Mrs K Gillard
GROUPS INVOLVED IN DISCUSSION	Headteacher Senior Leadership Team Governing Body
LINK TO SCHOOL IMPROVEMENT PLAN	Priority 1 and 3

'Trust in the Lord with all your heart and do not lean on your own understanding; in all your ways, acknowledge Him and He will make your paths straight.'  
Proverbs 3:5-6

DISCUSSED AND AGREED BY RELEVANT STAFF	September 2025
DISCUSSED AND AGREED BY PUPILS AND FAMILIES	September 2025
DISCUSSED AND AGREED BY GOVERNING BODY	Asset Committee - 18 <sup>th</sup> November 2025
MONITORING AND EVALUATION	September 2026 - By HT, Pastoral Manager, SLT, Senior Prefects and 'Task and Finish' parental group
Formal Review of Policy	November 2026



‘Trust in the Lord with all your heart and do not lean on your own understanding; in all your ways, acknowledge Him and He will make your paths straight.’

Proverbs 3:5-6

### **Aims**

This policy sets out the procedure and standards of conduct that all Governors are expected to follow when visiting St. Aidan's Catholic Primary School and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all Governors understand their role and purpose, so school visits are a productive and enjoyable event for all involved.

*Governors do not have an automatic right to enter the school whenever they wish.*

### **Context**

A key role of the Governing Board is to monitor the progress and performance of the school or academy. Visiting school to carry out a ‘monitoring visit’, enables Governors to learn how it functions, gives first-hand knowledge and helps to inform strategic decision making. It demonstrates Governors’ role in strategic management by helping to hold the school or academy to account and evaluating its progress.

### **The purpose of a visit is to allow Governors to:**

1. See a specific aspect of how the school operates in practice, maybe to observe a range of attitudes, behaviour and achievements
2. Check progress is being made towards the school's strategic objectives, monitoring priorities and seeing policies in action
3. Gain first-hand information to inform decision making
4. Assist the board in fulfilling its statutory duties
5. Understand the environment in which teachers teach, see lessons and see the environment in which pupils learn
6. Get to know the staff and demonstrate a commitment to the school
7. Work in partnership with the staff
8. Find out more about resource needs
9. Recognise and celebrate success

### **The purpose of a visit is to help staff to:**

1. Understand better the roles and responsibilities of Governors
2. Share knowledge about learning and teaching to help Governors understand
3. Highlight the need for certain resources
4. Demonstrate to Governors the approaches taken to address priorities

### **Governor visits are not about:**

1. Inspecting lessons or assessing the teaching and learning
2. Interfering in the day-to-day running of the school
3. Checking progress of your own child
4. Pursuing a personal agenda
5. Monopolising staff time
6. Arriving with inflexible pre-conceived ideas
7. Turning up unannounced



St. Aidan's Catholic Primary School

8. Providing professional and/or negative feedback to staff
9. Making promises to children or staff

### Schools Visits

These visits must be pre-arranged, and if you wish to spend time in a classroom, the school needs to be very clear about why you're there.

This policy takes account of best practice and guidance from the [maintained schools governance guide](#) (section 3.3.3).

- **Occasional visits, for example a learning walk, enable Governors to:**
  - fulfil their statutory responsibility for the conduct of the school
  - see whether the school is implementing their policies and improvement plans
  - see how their policies and improvement plans are working in practice
- **Focused visits, for example a meeting with a staff member, should be:**
  - in line with school improvement priorities
  - for an identified purpose linked to the governing body's responsibilities, such as safeguarding
  - pre-arranged with the Headteacher or Executive Headteacher

### Visits Programme

The Annual Programme of Visits is an integral part of the school's yearly monitoring calendar and allows the board to meet their statutory obligation to monitor the school's effectiveness.

It is recommended this is planned at the start of the academic year and shared with all staff. (appendix 1)

### Visit Guidelines

**Before making a visit Governors will:**

1. Contact the Headteacher or Executive Headteacher and agree a date, time and focus of the visit
2. Clarify the etiquette, courtesies and expectations for the visit
3. Prepare for the visit using appendix 2
4. Communicate which classes you will visit and and/or which members of staff you would like to speak to
5. Ensure staff are aware of the visit\*

*\*It should be the responsibility of the Headteacher to inform any member/s of staff who may be involved in the visit*

**On the day of the visit Governors will:**

1. Arrive on time
2. Follow all your school's security procedures
3. Make yourself aware of the fire drill and any other health and safety priorities
4. Be aware of safeguarding and confidentiality issues when interacting with staff, children and parents
5. Act as an observer and only participate in the class at the invitation of the teacher
6. Observe discreetly
7. Ask questions when it is appropriate; be courteous not critical
8. Avoid getting drawn in to any discussion on personal or staff grievances
9. Avoid distracting staff from their primary role by asking too many questions
10. Remember it is a visit, not an inspection
11. Not lose sight of the purpose of your visit
12. Listen to staff and pupils



**Suggestions about what to observe on your visit:**

- Relationships between staff and children
- Relationships between children
- Availability and role of support staff
- Attitude of children - are they attentive, motivated, listening, questioning, responding?
- Attitudes of parents if around
- Enjoyment and enthusiasm of both staff and children
- How different abilities are catered for
- Displays
- Ethos - atmosphere and values that are evident (are expectations high, is there encouragement, praise, challenge and equality of opportunities)
- Use of space and working conditions
- Quality and quantity of resources

**After the visit Governors will:**

1. Thank staff and children for supporting you in your role as a Governor
2. Agree with the Headteacher when you will report on your visit to the governing board
3. Complete a brief written report using appendix 3 - where possible individuals should not be identified
4. Report to the governing board

**Confidentiality**

Confidentiality should be adhered to at all times. Observations and comments may be shared with school staff concerned and the Headteacher, but not with other staff or with parents.

**Commitment**

Individual Governors have differing amounts of time to commit to visits. It is important however, that all Governors should try to make time for a school visit at least once over the academic year.

This policy should be reviewed annually by the governing board.

DISCUSSED AND AGREED BY RELEVANT STAFF	September 2025
DISCUSSED AND AGREED BY PUPILS AND FAMILIES	September 2025
DISCUSSED AND AGREED BY GOVERNING BODY	Asset Committee - 18 <sup>th</sup> November 2025
MONITORING AND EVALUATION	September 2026 - By HT, Pastoral Manager, SLT, Senior Prefects and 'Task and Finish' parental group
Formal Review of Policy	November 2026

Signed: \_\_\_\_\_  
Headteacher, Mrs J. M. Farrimond

\_\_\_\_\_  
Chair of Committee



St. Aidan's Catholic Primary School

## Appendix I: Annual Programme of Visits to School: 2025 - 2026

School improvement objective focus of Visit	Specific area of focus of the visit	Staff member name / role to see	Governor name and role carrying out visit	Intended impact of visit	Visits per year	Tick when completed
All areas	School Improvement, including but not exhaustive: SATs, links to liturgical year	Mrs Farrimond	Mr Leake	Demonstrate commitment to improving education and supporting teachers, students, and staff.	3 (one each term)	
Catholic Life of the School	RE	Mrs Gillard RE Lead  Mrs Farrimond Catholic Life of School	Mr Kay	Ensure the school is upholding its faith-based values and mission, within the liturgical year. Updates on RED	2	
Leadership and Management Curriculum and Teaching Achievement	Curriculum and Assessment	Mrs Farrimond Curriculum and Assessment Lead	Mr Kay	Identify how subjects are progressing and where improvements might be needed, with a focus on coverage, vocabulary and hexagons.	2	
Leadership and Management	Safeguarding, including but not exhaustive: 175 audit, checking SCR	Mrs Farrimond DSL	Mrs Lydon-Brown	Assess whether safeguarding is embedded in the school's ethos and daily practices, including audit and training needs.	2	
Achievement Early Years	English, including Phonics	Mrs Wood and Mrs Gregory	Mrs Lydon-Brown	Understand how English is taught across key stages and how it supports pupil progress.	2	
Inclusion Outcomes for Pupils	Inclusion / SEND	Mrs Bannister	Mrs Neafcy-Conway and Mrs Blakeley	Understand how well the school identifies, supports, and reviews	3	



St. Aidan's Catholic Primary School

				the progress of pupils with SEND.		
--	--	--	--	-----------------------------------	--	--

School improvement objective focus of Visit	Specific area of focus of the visit	Staff member name / role to see	Governor name and role carrying out visit	Intended impact of visit	Visits per year	Tick when completed
Leadership and Management	Headteacher's Appraisal	Mrs Farrimond	Mr Leake, Mr Kay and Mr Naylor	Support, challenge and celebrate the role of the Headteacher	1 to set, 1 to review	
Leadership and Management Personal Development and Well-being	Sustainability and Climate Change	Mrs Farrimond	Mr Daly	Work with Senior Prefects to review progress against sustainability goals, including personal development and curriculum links.	2	
Leadership and Management Outcomes for Pupils	Maths	Mrs Schmechel	Mr Puttnam	Understand how Maths is taught across key stages and how it supports pupil progress, including any new initiatives brought in by the new subject leader.	2	
Unscheduled visits with a focus on a school priority of supporting a school event - unknown at time of scheduling.	All areas of school life	All staff	All governors	Governors attendance adds to the positivity and support of the event/circumstance.	n/a	

*No planned visits for Health & Safety (Mr Dumican) or GDPR (Mrs Callaway)*



St. Aidan's Catholic Primary School

## Appendix 2: Planning my visit to School

Name of Governor:	
Specific area of focus of the visit	
Which members of staff will I meet/talk to?	
What to see (linked to area of focus)	
Questions I would like to ask	



St. Aidan's Catholic Primary School

### Appendix 3: Visits Reporting Form

Name of Governor:	Date & Time of Visit
Specific area of focus of the visit	
How does this link to school improvement objective:	
Observations and Comments (what you saw; who you communicated with; what you learned; what you want to clarified; impact of school's actions, how long your visit lasted):	
Impact and Evaluation of Visit:	
Any other comments:	

Signed (Governor) \_\_\_\_\_ Date \_\_\_\_\_